Community Relations

Use of School Facilities

1. Application Requirements

1.1 The following are required items:

- All forms completed in their entirety
- "Indemnification and Release"
- Certificate of Liability/Property Damage Insurance in the amount of $1,000,000.00 naming: "Town of Colchester" as an additional insured.
- If applicant is a non-profit organization, a letter from the U.S. Internal Revenue Service setting out such status of the organization. If the organization has not been determined to be non-profit by the U.S. Internal Revenue Service, then documentation from a community member detailing the goals of the organization and/or copy of the organization's Charter and/or Bylaws.

1.2 Forms required for special circumstances:

- Fire Marshall Approval Form
- Use of School Equipment Form.
- Payment for applicable fees, check made payable to "Treasurer, Town of Colchester."
- Any needed waivers as determined by the superintendent and/or his/her designee.

2. Fees

2.1 Custodial fees will be charged to all applicants who do not meet the criteria of Section 3 or when special custodial services and/or work hours are required. Custodial fees must be paid at the time of application.

2.2 For school kitchen utilization, fees shall be charged for cafeteria staff as required by the cafeteria manager for safe use of kitchen equipment. Cafeteria fees must be paid before a Facilities Use Permit is issued.

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Fees - continued

2.3 For use of all facilities involving use of technological equipment, fees will be charged for school district supervisory personnel.

2.3 A rental fee shall be charged to those who do not meet the criteria for free use as specified below. Rental charges must be paid at time of application.

2.4 All fee schedules will be revised annually by the superintendent and/or his/her designee to be effective July 1.

2.5 Checks shall be made payable to **"Treasurer, Town of Colchester."**

3. Free Use Criteria

School facilities may be used without a fee if the activity is held during the regular custodial workday and meets the following:

3.1 Use by the Town of Colchester, the State of Connecticut, and the United States of America's boards, commissions and departments;

3.2 Use by a non-profit organization, whose non-profit status is determined by the U.S. Internal Revenue Service, which use is for the benefit of Colchester community and whose mission is in accordance with the Colchester Public School's Mission Statement.

3.3 Use by a Colchester group/individual, which has not obtained non-profit status, for an activity which benefits the Colchester Public Schools and/or Colchester residents exclusively.

3.4 Use by youth athletic leagues with at least 75% of league participants being Colchester residents

3.5 Use by adult athletic leagues with at least 50% of league participants being Colchester residents, taxpayers or employed in Colchester

3.6 Technological equipment is not used.

3.7 Use for other activities approved by the Board of Education.

Application Process and Approval - continued

4. Application Process and Approval

4.1 All major school events will be scheduled annually by June 30th for the next school year.

4.2 School events will take priority over all other scheduled events. Every effort will be made to not reschedule community events; however, if a school needs to reschedule a community activity due to unavoidable circumstances, at least ten days advance notice will be provided by the school and the school will notify the sponsors and help them reschedule. Major community events that involve a large number of participants and advance advertising will not be rescheduled.

4.3 All activities held in a school must be approved in advance by the principal and superintendent and/or his/her designee.

4.4 Requests for use of all school facilities, except the gymnasiums and athletic fields for multiple use purposes, shall be submitted to the School Principal's office of the school for which the use is being requested at least three weeks prior to the date of use. Application will be approved or denied within five (5) working days of receipt.

4.5 Requests for use of gymnasiums and athletic fields for multiple use purposes shall be as follows:

4.5.1 Application will be submitted to Colchester Parks and Recreation Department, who will then submit to the Superintendent and/or designee for final approval. All applications will receive final approval or denial within seven (7) working days of receipt by the Colchester Parks and Recreation Department.

4.5.2 If a school event occurring on a field or in a gymnasium needs to be rescheduled, school use of that facility will take priority over scheduled use by other organizations or groups. When that occurs, the school is responsible for notifying the Colchester Parks and Recreation Department within 24-hours with a minimum 10-day advance notification. The Colchester Parks and Recreation Department will be responsible for notifying the applicant and handling any rescheduling. Major community events that involve a large number of participants and advance advertising will not be rescheduled. In the event that Colchester Schools are selected to host any state tournaments, use of the fields and/or gymnasium(s) for that purpose will take precedence over all non-school use.

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Application Process and Approval - continued

4.5.3 There will be a Facility Scheduling meeting held by the Colchester Parks and Recreation Department with community organizations three times a year to coordinate use of gymnasiums and athletic fields.

Season	***Usage Period***	***Scheduling Meeting***
Spring/Summer	April through August	February
Fall	August through November	June
Winter	November through March	September

4.5.4 Applications for use of the gymnasiums and athletic fields shall NOT be considered prior to the Facility Scheduling Meeting, except for single use functions.

4.5.5 Applications for a single use function in a gymnasium or on an athletic field shall be made to the Colchester Parks and Recreation Department.

4.6 Applications shall be approved on a first come, first served basis, space available basis.

4.7 Criteria for denying an application:

- An application shall not be approved unless all necessary information and documentation is provided.
- Applicants who reserve a facility and subsequently do not use the facility without notifying the school office or the Parks & Recreation Department before the event may be denied future use and/or have other Facilities Use Permit(s) revoked.
- Previous misuse of a facility by the applying organization
- Failure to pay for damages caused by the applying organization
- Failure of the applying organization to take appropriate precautions to insure the safety of the participants and the spectators.

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Use of School Facilities

Application Process and Approval - continued

- Determination that a use is inappropriate for the facility is reason for denial of an application.

5. Facility Use Rules

The following shall be adhered to:

5.1 All posted rules shall be followed.

5.2 School facilities will not be used by the public while school is in session.

5.3 No alcohol, illegal drugs, weapons, or tobacco products are permitted in school facilities or on school grounds.

5.4 Classrooms designated as nut-free zones will not be available for community use.

5.5 No food or beverages other than water are permitted in the Bacon Academy auditorium or any gymnasium.

5.6 Trash will be placed in provided receptacles or in an area designated by the staff member on duty.

5.7 Applicants using the facilities are responsible for providing for the safety of all participants and spectators. The following is recommended:

- a fully supplied First Aid Kit available at all times
- a person trained in First Aid and CPR.
- completed and signed emergency medical treatment form(s) on site for all participants
- a cell phone to contact emergency personnel or the police.

5.8 Adequate care, including the wearing of appropriate footwear, will be taken to ensure that the gymnasium floor is not scuffed, marked, or marred.

5.9 No motorized vehicles of any type shall be operated on school lawns, sidewalks, fields, wooded areas or playgrounds, whether paved or not, unless specifically permitted by the school principal.

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Use of School Facilities

Facility Use Rules - continued

5.10 The applicant or designee shall have a copy of the Facilities Use Permit with them when using the facility.

5.11 The superintendent and/or designee shall appoint a staff member to be in charge of the building whenever it is in use. That staff member may immediately terminate the activity because of health or safety hazards presented or because school property is jeopardized.

5.12 Users may not adjust or move school equipment other than tables or chairs. School staff members will be responsible for adjusting and moving other school equipment.

5.13 Only those facilities for which the permit is granted may be used. The staff member in charge may substitute a facility in consultation with the organization's designated site supervisor should the need arise.

5.14 Permit holders may store property in school facilities only with the permission of the principal. The Board of Education will not be responsible for the safety or loss of such stored property.

5.15 All indoor programs may not begin before 7:00 a.m. and must be completed by midnight.

5.16 All outdoor activities may not begin before 7:00 a.m. and must be completed by sundown.

5.17 Facilities and equipment used shall be protected and safeguarded by the permit holder. A staff member will inspect the facilities for cleanliness and/or damage at the termination of the use. The permit holder will be billed for any extra clean-up needed or damage caused during the activity.

6. Appeal Process

- Any applicant denied a Facility Use Permit may submit a signed letter requesting reconsideration of the application to the authority which issued the denial. That authority shall have five (5) working days to respond.

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Use of School Facilities

Appeal Process - continued

- Any applicant denied a permit at Step 1 may appeal in writing to the Superintendent within ten (10) working days of the date of denial of reconsideration. The appeal shall include a copy of the original application and a copy of the denial of the reconsideration, as well as the reason for the appeal. The Superintendent and/or his/her designee shall respond within ten (10) working days.

- Any applicant denied a permit by the Superintendent may appeal that decision in writing to the Board of Education. The appeal must be made within ten (10) working days of the date of the Superintendent and/or his/her designee denial and shall include a copy of the original application and both denials, and the reason for the appeal. Should the organization not be satisfied with the response, they may file a written request for a meeting with the Board of Education. The Board will consider the matter and will respond to the requesting organization within thirty (30) days of receipt of the request.

7. Equal Access

In accordance with Public Law 98-377, Title VIII - The Equal Access Act, the Board of Education will grant equal access without discrimination within the meaning of the law.

8. Funds Management and Allocation

Subject to primary oversight of the Board of Education, the Superintendent or designee shall have the authority to allocate fees raised through Use of Facilities to support school district facilities and/or programs. Revenue received for reimbursement of specific salary costs shall be allocated to those costs.

All fees and expenditures related to Use of Facilities shall be subject to reporting requirements as dictated the Chief financial Officer.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes.

Regulation approved: June 11, 1996
Regulation revised: October 31, 2001
Regulation revised: December 11, 2007
Regulation revised: April 12, 2016

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Community Relations
Use of School Facilities

Colchester Public Schools
Facilities Use Fee Schedule
2021-2022

Custodial Salary Schedule

Regular Time	$31.20 per hour
Overtime	$46.80 per hour
Sunday Time	$62.40 per hour

Cafeteria Personnel Salary Schedule

District Nutrition Program Coordinator / Cafeteria Manager:

Regular Time	$38.50 per hour
Overtime	$57.75 per hour

Cafeteria Worker:

Regular Time	$23.00 per hour
Overtime	$34.50 per hour

Fees for the **2021-2022** School Year - Effective through **July 1, 2022**